

BILL NO. 2007-
ORDINANCE NO. _____

AN ORDINANCE TO UPDATE THE COMPOSITION OF THE RECORDS MANAGEMENT COMMITTEE, ADOPT NEVADA'S MINIMUM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENTS, AND PROVIDE FOR OTHER RELATED MATTERS.

Proposed by:

Summary: Updates the composition of the Records Management Committee, and adopts Nevada's minimum records retention schedules for local governments

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY
ORDAIN AS FOLLOWS:

SECTION 1: Title 2, Chapter 60, Section 30, of the Municipal Code of the City
of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.030: A records management committee is hereby established and shall be composed
of:

- (A) The City Manager or his designee;
- (B) The City Attorney or his designee;
- (C) The City Clerk;
- (D) The City Auditor;

[(D)] (E) The Director of Finance and [Computer] Business Services or his
designee; [and]

[(E)] (F) The Director of [General Services] Public Works or his designee[.]; and

(G) The Director of Information Technologies or his designee.

SECTION 2: Title 2, Chapter 60, Section 70, of the Municipal Code of the City
of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.070: (A) A record may be disposed of only in accordance with the records retention
schedule that has been approved for records of that type.

(B) The documents entitled “Local Government Records Retention Schedules” and “Nevada Local Government Records Program Manual,” adopted by the Nevada State Library and Archives Division on June 26, 2007, are hereby adopted by the City. The respective retention periods that are established in [the Nevada Administrative Code] those documents shall be the minimum periods for which the records of the City, other than judicial records and other documents of the Municipal Court, must be retained.

(C) [A proposed schedule for the retention of the public records of any office, other than judicial records and other documents of the Municipal Court, shall be submitted to the City Clerk. The City Clerk shall then submit the proposed schedule] The City may establish retention schedules for types of records that are not governed by the documents adopted by Subsection (B). In addition, the City may establish a schedule with a longer retention period for any particular class of record than the minimum period set forth in the documents adopted by Subsection (B). Any schedule proposed to be established pursuant to this Subsection (C) shall be submitted to the Records Management Committee for its approval and, after such schedule has received the approval of the Records Management Committee, the City Clerk shall submit the same to the City Council for its approval. Such schedules shall become effective upon [its] approval by the City Council[.], which may be accomplished by means of ordinance or resolution.

(D) The disposition of judicial records and other documents of the Municipal Court shall be governed by a records retention schedule that is approved by the Judges of the Municipal Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court and shall establish a system of records management for Municipal

Court to be implemented by the Court Administrator.

SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2007.

APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk

APPROVED AS TO FORM:

Date

The above and foregoing ordinance was first proposed and read by title to the City Council on the ____ day of _____, 2007, and referred to the following committee composed of _____ and _____ for recommendation; thereafter the said committee reported favorably on said ordinance on the ____ day of _____, 2007, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk